



**City of Albuquerque  
Information Technology Services Division  
Data Management**

**Data.cabq.gov Core Metadata Requirements**

***Contact Information***

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***What Does this Dataset Describe?***

<b>Dataset Title</b>	Department Contacts
<b>Short Description</b>	Department Contacts
<b>Full Non-Technical Description</b>	
The department contacts file contains the contact information listed on <a href="http://www.cabq.gov/department-listing">http://www.cabq.gov/department-listing</a> . Each department has at least one (1) contact which includes Department, Title/Position, Name, Address, Phone, Email, and Department URL.	

***How Should this Dataset be Cited?***

<http://data.cabq.gov/government/departmentcontacts/departmentcontacts.csv>

***Does the Dataset Reflect a Particular Time Period?***

<b>Start Date</b>	Current Data
<b>End Date</b>	NA
<b>Dataset Refresh Interval</b>	As Needed
<b>Dataset Expiration Date</b>	NA
<b>Dataset Review Date</b>	NA
<b>Comments</b>	

## ***Dataset Definition/Format***

<b>Field Name</b>	<b>Format</b>	<b>Description</b>
Department	String	The department name
Title_Position	String	The title or position of the contact person
First	String	The first name of the contact person (may be blank)
Middle	String	The middle initial of the contact person (may be blank)
Last	String	The last name of the contact person (may be blank)
Email	String	The email of the contact person (may be blank)
Building	String	Name of the building where the department contact is located
Floor_Room	String	The floor or room number where the department contact is located
StreetAddress	String	The street address where the department contact is located
City	String	The city where the department contact is located
State	String	The state where the department contact is located
Zip	String	The zip code where the department contact is located
Phone	String	The phone number where the department contact is located
Fax	String	The facsimile number where the department contact is located
URL	String	The website address for the department

## ***Dataset Technical Description***

csv format delimited with a comma (,) with a header row for field names.

## ***Dataset Assumptions***

The data is updated within one (1) business day of a change in contact information.

## ***Who Produced the Dataset?***

The dataset is created by the Department of Technology and Innovation.

## ***Who Manages the Data?***

The dataset is managed by the webmaster who works for the Department of Technology and

Innovation.

### ***Why was the Dataset Created?***

The dataset was created to provide an electronic version of the department listing website to citizens, allowing them to write application using the data.

### ***How was the Dataset Created?***

The dataset is created manually.

### ***What Similar or Related Data Should the User be Aware of?***

None

### ***How Reliable is the Data?***

This data is very accurate.

### ***How Well Have the Observations Been Checked?***

Data has been verified by the webmaster.

### ***Are there Legal Restrictions on the Access or Use of the Data?***

None

### ***Legal Disclaimer***

The City's standard copyright, disclaimers, and legal statements may be found at <http://www.cabq.gov/about/legal>. The City data policy governing data.cabq.gov may be found at <http://data.cabq.gov/policy/>.